



22 JAN 1980

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Training
Director of Data Processing
Chief, Information Services Staff

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: Secondary Security Check Procedures

1. The Office of Security called my attention to the fact that of the 11 security violation incidents charged to this Directorate in November 1979, 5 might have been avoided if secondary security check procedures had been in effect.

STATINTL 2. I wish to remind addressees that Headquarters Handbook [redacted] paragraph 18c, places the responsibility on operating officials for ensuring that security check officers are designated and made responsible for a final after-hours security check of the area under his jurisdiction. It is essential that this requirement is followed if security violation incidents are to be avoided.

STATINTL

Don I. Wortman

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Secondary Security Check Procedures

FROM: Don I. Wortman
Deputy Director for Administration
7D18 Hqs.

EXTENSION

NO.

DATE

DDP # 0-094

22 Jan

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/QDP 2D0105 Hqs.		1/23	J
2. XX		23 Jan	AD
3. DP		23 Jan	CR
4. SO/ODP			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

— Please give D/QDP
a status report by
component of those who
do and those who don't
have secondary security check

Also, please bring up
at Friday's STAFF
meeting. Tlx

G.D.

Carol —
I've passed the
one of this on
to SO/ODP --
didn't know if
you needed a copy
as backup; if
so, here 'tis —